

CAGING PROCEDURES PERFORMED BY MACKENZIE



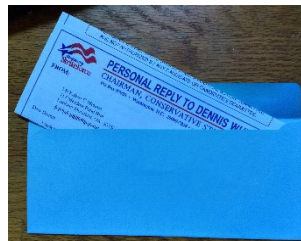
Mail received at Mackenzie Box (2776 S. Arlington Mill Dr #806, Arlington VA)



Mail picked up by Mackenzie and driven to office for processing.



Count & sort mail by envelope size and/or mailcode.



Open envelopes and extract contents.

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Checks



Cash



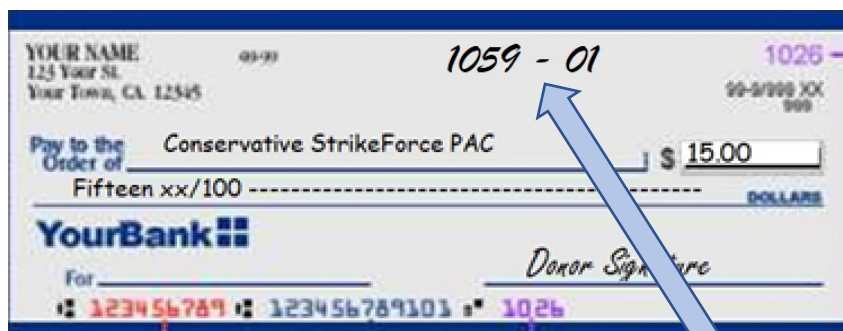
Credit Cards



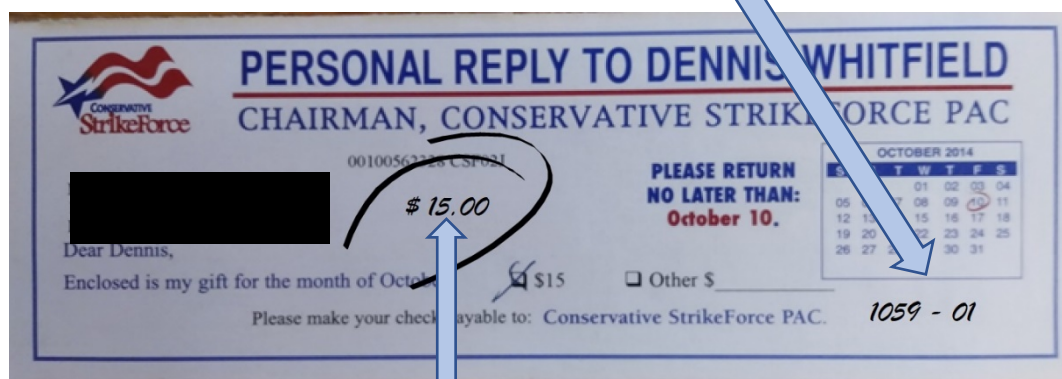
Non-Donors

Organize contents by donor checks, cash, credit card and non-donor correspondence.

Begin the batching process, starting with donations by check.



Every deposit is assigned a sequential batch number, in this case #1059 and each check within the batch is assigned a sequence number, beginning with 01. The batch and sequence numbers are written on the check and the response device.



Check amount is written on the response device and circled.

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Separate checks from response devices and balance.

YOUR NAME 00-39 1059 - 01 1026
125 Yutor St.
Yutor Town, CA 12545 99-0000 XX
999

Pay to the Order of Conservative StrikeForce PAC \$ 15.00
Fifteen xx/100 ----- DOLLARS

YourBank

For _____ Donor Signature
123456789 1234567891011 1026

	PERSONAL REPLY TO DENNIS WHITFIELD								
	CHAIRMAN, CONSERVATIVE STRIKEFORCE PAC								
00100 [redacted] 000000 # 4611 \$ 15.00	PLEASE RETURN NO LATER THAN: October 10.								
Dear Dennis, Enclosed is my gift for the month of October:	<table border="1"> <thead> <tr> <th colspan="2">OCTOBER 2014</th> </tr> <tr> <th>SUN</th> <th>TUE</th> </tr> </thead> <tbody> <tr> <td>05 06 07 08 09 10 11</td> <td>12 13 14 15 16 17 18</td> </tr> <tr> <td>19 20 21 22 23 24 25</td> <td>26 27 28 29 30 31</td> </tr> </tbody> </table>	OCTOBER 2014		SUN	TUE	05 06 07 08 09 10 11	12 13 14 15 16 17 18	19 20 21 22 23 24 25	26 27 28 29 30 31
OCTOBER 2014									
SUN	TUE								
05 06 07 08 09 10 11	12 13 14 15 16 17 18								
19 20 21 22 23 24 25	26 27 28 29 30 31								
<input checked="" type="checkbox"/> \$15 <input type="checkbox"/> Other \$ _____ Please make your check payable to: Conservative StrikeForce PAC.	1059 - 01								

Total checks (50) = \$ 2,383.00

Total response devices (50) = \$ 2,383.00

After balancing, create deposit ticket.

Batch number #1059

[illegible]

Deposit Ticket

Stamp an endorsement on the reverse side of every check.

FOR DEPOSIT ONLY

StrikeForce a/c # 2000055397258

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Begin the batching process for cash donations.

Few donors send cash contributions these days and those who do generally are older donors who send small donations of less than \$20. Typically these donations are one or two dollar bills.



Assign batch and sequence numbers to each response device. Count the cash and write "CASH" followed by the amount and circle it.

URGENT REPLY TO JOHN BOLTON

c/o Conservative StrikeForce
2776 South Arlington Mill Drive, # 806
Arlington, VA 22206

www.conservativestrikeforce.com



Ambassador Bolton:

I agree with you completely. Every conservative must stand with Scott Walker and fight these liberal big labor bosses. We cannot allow them to extract their revenge on Governor Walker because he had the courage to make tough choices!

I am enclosing the largest special contribution I can make at this time to help StrikeForce fight this battle. We cannot lose this election and I want StrikeForce to be in a position to do all it can to help Governor Walker.

Here is my contribution, made payable to Conservative StrikeForce for:

\$25 <input type="checkbox"/>	\$250 <input type="checkbox"/>	\$2500 <input type="checkbox"/>
\$50 <input type="checkbox"/>	\$500 <input type="checkbox"/>	\$5000 <input type="checkbox"/>
\$100 <input type="checkbox"/>	\$1000 <input type="checkbox"/>	Other <input type="checkbox"/> \$ 10.00

CASH
\$5.00

PLEASE MAKE ALL CHECKS PAYABLE TO:

THE CONSERVATIVE STRIKEFORCE

Please mail your check today in the enclosed envelope!

Name: _____

Address: _____

Email: _____

Batch &
Sequence
#1087-01

If the donor doesn't fill-out the name & address info; write it in from the envelope.

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Balance cash and response devices.

Total cash = \$ 32.00

Total response devices = \$ 32.00

After balancing, create deposit ticket.

Batch number #1087

Amount = \$ 32.00

Deposited With:
Wells Fargo Bank N.A.
4651 King Street
Alexandria, VA 22302

To the Account of:
American Conservative StrikeForce
Attn: Scott B. Mackenzie, Treasurer
2776 S. Arlington Mill Drive, #806
Arlington, VA 22206

DATE (Deposit Date) 6/24/2012

CASH

{DepositTotal} \$ 32.00

< TOTAL > {DepositTotal} 32.00

⑆051400549⑆


Identify as cash

Begin the batching process for credit cards.

Assemble all response devices that include contributions to be made by credit card and assign batch and sequence numbers. The batch numbers for credit cards include the date of receipt and the format is: CCYYMMDD. Therefore, the batch number for credit card contributions received on 1/16/2013 would be: CC20130116 and a sequence number beginning with "01" follows.

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 CC20130116-01

☒ **Yes**, Ambassador Bolton I am still with you and I support Conservative StrikeForce. I am not going to allow the liberals to destroy our country. I am accepting my 2013 membership card and I am proud to be a part of StrikeForce.

I am doing my part by sending my 2013 contribution made payable to Conservative StrikeForce for:

\$15 ☐ \$25 ☐ \$35 ☐ \$50 ☐ \$100 ☐ \$250 ☒ \$500 ☐
\$1000 ☐ \$2500 ☐ \$5000 ☐ Other ☐

PLEASE MAKE ALL CHECKS PAYABLE TO: CONSERVATIVE STRIKEFORCE
Please mail your check today in the enclosed envelope!

Name: _____
Address: _____
Email: ~~XXXXXXXXXXXXXXXXXXXX~~ .COM

To contribute by credit card: ☐ Visa ☒ MC ☐ Amex Amount: \$ 250.00
Card number: _____ Exp. Date: 06/15
Signature: _____ Security Code: XXXX

Batch & Sequence

Contribution processed & accepted



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Enter Donor & credit card info to online processing portal.

The screenshot shows a web form for online donations. It is divided into two main sections: 'Contact Information' and 'Donation'.

Contact Information:

- A note: "For your protection: The address you provide should be the same as the billing address of your credit card. * Required"
- Fields: First Name *, Last Name *, Street Address *, Apt., Zip *, Email *, Phone, Occupation *, Employer *, and a checkbox for "I'm Retired".

Donation:

- Buttons for donation amounts: \$10, \$25, \$50, \$100, \$250, \$500, \$1,000, \$2,500, \$5,000, and an "Other \$" field.
- Checkbox: "Make this a monthly contribution."

Donation Information:

- Field: Credit Card Number *
- Logos for VISA, MasterCard, AMEX, and DISCOVER.
- Field: CSC * with a dropdown arrow.
- Month dropdown: November
- Year dropdown: 2019

COMPLETE CONTRIBUTION

Online Processing Portal

Once the donor and credit card info are keyed into the online processing portal and the contribution is processed, it is either accepted or rejected. When a contribution is accepted a check mark (✓) is written on the response device. Should the donation be rejected, an "X" is applied to the response device.



Scan deposit ticket and checks.

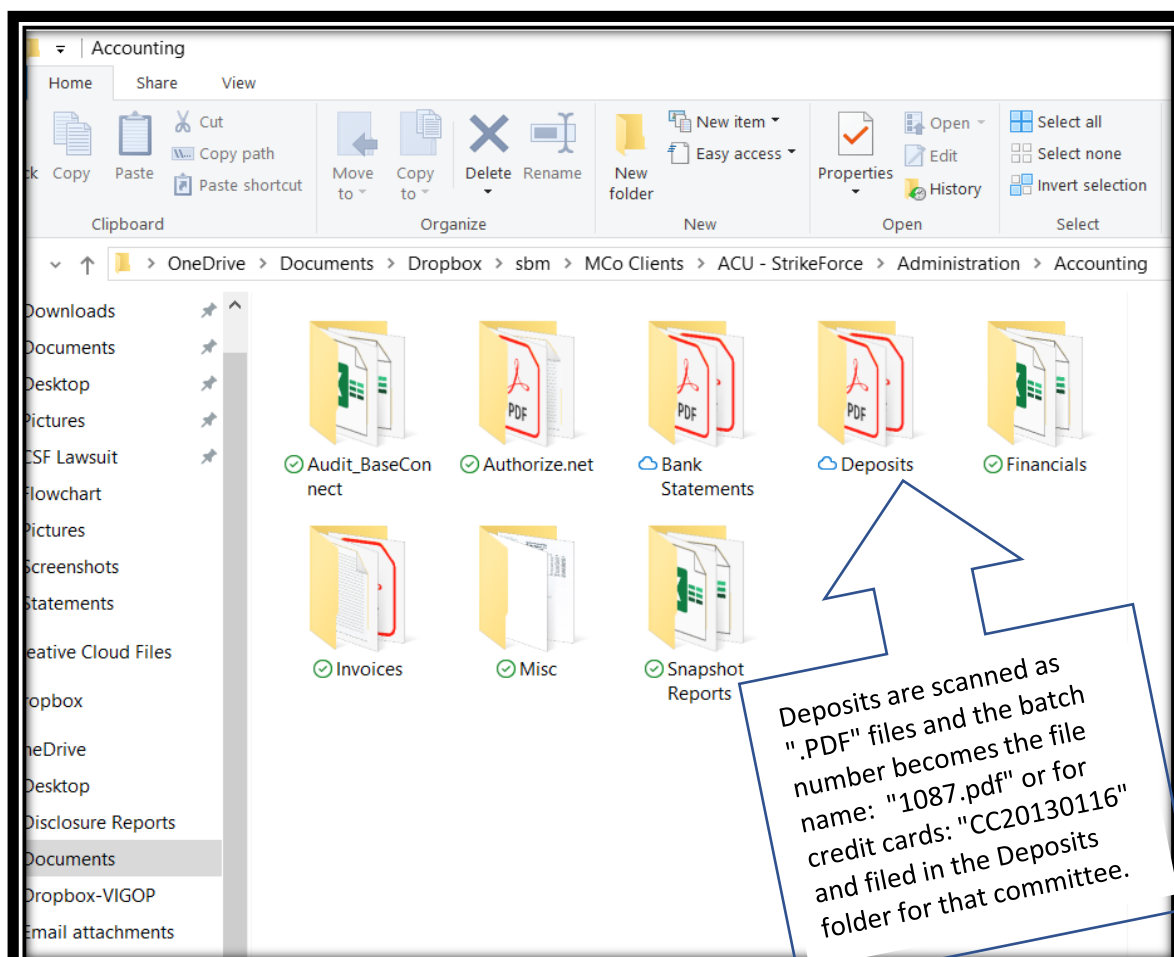
Prepare deposits for scanning. Check batches are scanned first and that entails scanning the deposit ticket followed by the checks in sequential order. Next, the cash batches are scanned. When scanning these deposits scan the deposit ticket and the response devices for each batch -- do not scan the actual cash. Finally scan the credit card batches. There is no deposit ticket, scan only the response devices.



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Scanner



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Record Batches in the MS Access Batch Log

Q.ACS InHouse Donors_Xtab Batches

Date	Batch	Total Of Amount	Count
1/7/2013	1164	1,407.00	50
1/7/2013	1165	639.00	30
1/8/2013	1166	1,061.00	50
1/8/2013	1167	246.00	11
1/9/2013	1168	845.00	39
1/9/2013	1169	168.14	27
1/10/2013	1170	1,170.00	50
1/10/2013	1171	2,097.00	50
1/10/2013	1172	747.00	23
1/11/2013	1173	1,334.00	50
1/11/2013	1174	1,145.00	50
1/11/2013	1175	500.00	13

Record Date, Batch number, batch total & the count of the items w/in the batch.



Mackenzie drives batches to the bank for deposit.

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Begin the Data Entry Process

Field Name	Data Type	Description
Batch Date	Date/Time	Record the batch date.
Batch Number	Short Text	Record the batch number.
Sequence Number	Short Text	Record the donation sequence number.
Source Code	Short Text	Record the source code from the response device or envelope.
Prefix	Short Text	Record the prefix (Mr., Mrs., Ms., Dr., etc.)
First Name	Short Text	Record the donors first name.
Middle Name	Short Text	Record the donors middle name or initial, if available.
Last Name	Short Text	Record the donors Last name.
Suffix	Short Text	Record the suffix (Sr., Jr., III, M.D., etc.)
Address 1	Short Text	Record the street address (Ex. 307 East Street)
Address 2	Short Text	Record the 2nd address line (Ex. Apt. 211)
City	Short Text	Record the city.
State	Short Text	Record the 2-digit state code (AK, AL, AR, AZ, ...)
Zip Code	Short Text	Record the 5-digit zipcode.
Plus4	Short Text	Record the 4-digit zip+4, if available.
Contribution Amount	Number	Record the contribution amount.
Employer	Short Text	Record the donors employer, if provided.
Occupation	Short Text	Record the donors occupation, if provided.
Phone Number	Short Text	Record the donors phone number, if provided.
eMail Address	Short Text	Record the donors email address, if provided.
Paid by	Short Text	CK = check; C\$ = cash; CC = credit card; BP = ck by phone

Database Table

Utilizing the scanned images and the hard copies of the response devices, beginning with the first check batch, start keying the donor and contribution information into the data-base table. After the check batches are keyed move on to the cash batches and then the credit card batches.



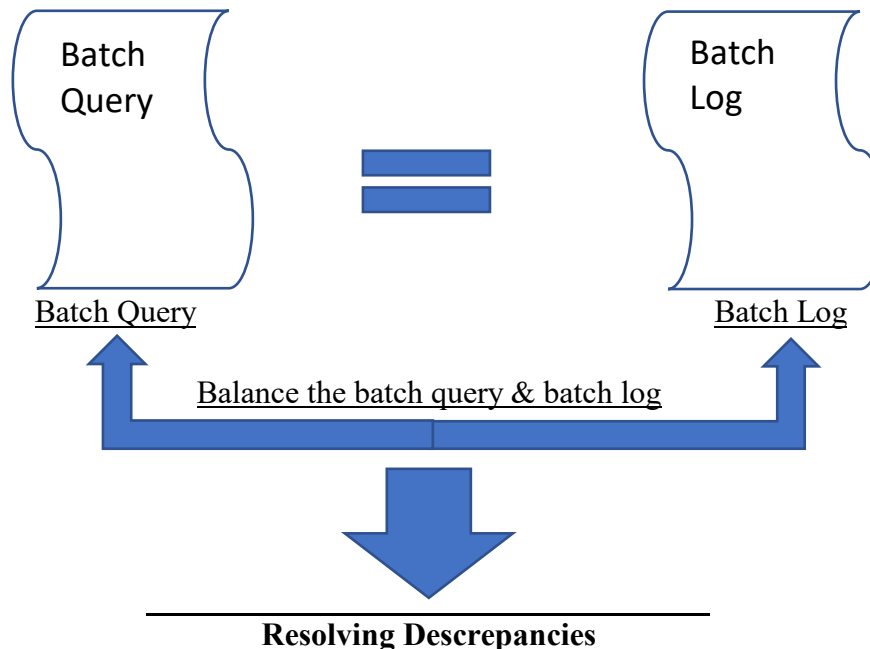
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Date	Batch	Seq	Source	Prefix	First	Middle	Last	Suffix	Addr1	City	State	Zip	Plus4	Amount	
8/21/2013	1269	41	JUL13	MR	BOBBY						CA	92867		25.00	D A T A C O N T I N U E S
8/21/2013	1269	42	JUL13	MR	FLOYD	E					CA	92572	0054	1.00	
8/21/2013	1269	43	JUL13	MS	INEZ						WA	99111		30.00	
8/21/2013	1269	44	JUL13	MR	EDWARD	H					FL	33455	2512	400.00	
8/21/2013	1269	45	JUL13	MS	MARION						MI	49418		75.00	
8/21/2013	1269	46	JUL13	MR	MILES						WA	98012	8821	2.00	
8/21/2013	1269	47	JUL13	MS	EUNICE	E					MN	55927	0255	50.00	
8/21/2013	1269	48	JUL13	MS	KATHLEEN	G					NJ	07928	1307	15.00	
8/21/2013	1269	49	JUL13	MR	AMBROSE	W					KY	40502	2411	50.00	
8/21/2013	1269	50	JUL13	MR	GEORGE	I					PA	15963	1923	10.00	
8/21/2013	1270	01	JUL13	MRS	BETTY	MAY					TX	78633	4707	10.00	D A T A C O N T I N U E S
8/21/2013	1270	02	JUL13	MS	TRESSIE	M					IN	46714	3719	25.00	
8/21/2013	1270	03	JUL13	MRS	BETTYE						OR	97754	2258	50.00	
8/21/2013	1270	04	JUL13	MR	KEVIN						FL	34613		25.00	
8/21/2013	1270	05	JUL13	MR	MAURICE	E					CA	94563	2321	10.00	
8/21/2013	1270	06	JUL13	MRS	ALICE	A					TX	78962	3204	20.00	
8/21/2013	1270	07	JUL13	MRS	GLORIA	M					CA	92118	3233	25.00	
8/21/2013	1270	08	JUL13	MR	L	PHILLIP					MO	64068		20.00	
8/21/2013	1270	09	JUL13	MRS	ANNA	M					CA	93010	8848	25.00	
8/21/2013	1270	10	JUL13	MR	SAM						AZ	85306		25.00	
8/21/2013	1270	11	JUL13	MS	NELL						NE	68467	2203	20.00	

Recorded data by batch



Run a batch query from the data table.



If the number of items in the query disagrees with the batch log; look for omissions if less or duplicates if more. Likewise, if the batch total disagrees with the batch log; review all amounts keyed to ensure that the amount donated and amount keyed agree.

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Non-Donor Correspondance

Non-Donor Correspondence generally represents on-fifth (1/5) to one-third (1/3) of direct mail returns. Therefore, if the committee receives 100 returns, there will most likely be between 20 - 33 items that do not contain a contribution.

Nixies

Nixie is a name given by USPS to a piece of mail which is undeliverable as addressed. If a forwarding order has lapsed, the forwarding address is printed on the envelope and the master file must be updated.

Apologies

Many times a donor wants to make a contribution but is financially unable. In those instances they will send their regrets and often say that in the future they hope to donate.

Articles & Comments

It is not uncommon for donors to send magazine or newspaper articles; some have even sent books. They will also at times provide their own theories or predictions of election outcomes.

Do Not Mail

If a donor feels overwhelmed by fundraising requests, they will ask to be taken off the list. In these cases the donor is "flagged" as DNM -- Do Not Mail.

THAT IS THE END OF THE DAILY CAGING PROCESS